



# WDFW Grants to Licensed Washington Wildlife Rehabilitators

RCW 77.12.467

## FY 2013-2015 Application Guidelines

**Funding period:** Two-year term: July 1, 2013 – June 30, 2015

**Application Deadline: February 1, 2013**

**Available funding: ESTIMATED \$105,000.00.** *Any wildlife rehabilitation grant funding is dependent upon the Legislature and Governor's Office budget actions in the upcoming 2013 Legislative Session for the 2013-2015 biennial budget and is subject to change upon final appropriation.*

**Direct Application** – No Letter of Inquiry required for initial contact

### Legislative Authority and Funding

This program is governed by RCW 77.12.467. The amount of funding available for this grant is determined by the availability of Personalized License Plate funds and state government budget decisions and may vary among biennia.

The State of Washington acts as a "grantor" for all RCW 77.12.467 awards; grant is administered by the Washington Department of Fish and Wildlife. The successful applicant becomes the "grantee."

### Project Criteria

- Applicant must be Washington state licensed in wildlife rehabilitation and federally licensed if working with migratory birds and threatened and endangered species;
- Criminal background check required if not submitted within the last biennium (2011-2013); finger printing required if not already submitted for a previous WDFW Wildlife Rehabilitators Grant (see <http://www.wsp.wa.gov/crime/crimhist.htm>)
- Facility inspection may be required, or may be waived if inspection was passed within the last 3 years; if applicant received a 2011-2013 WDFW Wildlife Rehabilitators Grant for facility construction or improvement, an approved inspection is required;
- No matching funds required;
- Annual Report due at the end of the first fiscal year (June 30); Final Report due at end of grant the period (June 30 of the second year); if no Annual or Final Report was received for a previous WDFW Grant to Wildlife Rehabilitators, the applicant is automatically disqualified from this grant cycle;
- Permitted expenditures: Diagnostic and lab support services; veterinary services; purchase and maintenance of proper restraints and equipment for capture, transportation, animal housing while at the facility; release expenditures; food, medication and other consumables; continuing education - *classes/workshops/trainings/meetings must be specified on the application*; travel expenses; education and outreach products (such as handouts); other approved equipment and supplies;
- High Priority: Treatment of Endangered and Threatened species;
- Partial funding may be awarded;
- All projects are funded on a cost reimbursement basis only, including conference registration and travel expenses; grantees are responsible for paying up front for their purchases of goods and services identified in their project budget; original invoices marked PAID IN FULL or with a \$0 balance must be submitted to us through the grantee.

## General Policies

- The outcome of a project must be available to the public in some way;
- Successful applicants will be required to sign a contract that describes the range of activities the grant will support;
- Only costs incurred during the period specified in the grant contract will be reimbursed;
- Grantees are required to follow WDFW and State purchasing rules;
- When calculating travel budgets, use the current state mileage reimbursement rate for private vehicle use (\$.51 per mile as of October 1, 2012). State travel rates are subject to change; current reimbursement rates for per diem can be found on the Office of Financial Management website: [www.ofm.wa.gov/resources](http://www.ofm.wa.gov/resources) ; click Travel.
- Purchases made under terms of these grants are subject to Washington State Sales Tax.
- In the event no sales tax is levied against a purchase, WDFW may be required to apply a Use Tax, which is equivalent to the Sales Tax, and pay it to the State Treasurer.
- The individual/organization applying for funds will be responsible for the management of the project if a grant is awarded; project management by other parties is not allowed.

## Restrictions

- Funds may not be used for salaries and wages of facility personnel;
- The Grants to Wildlife Rehabilitators project provides monetary support on a cost reimbursement basis only;
- Only costs incurred during the period specified in the grant agreement will be reimbursed.
- Funds may not be used to purchase equipment for or directly treat or rehabilitate non-native species, feral domestic animals, or nuisance animals including, but not limited to the following: Eastern gray squirrels (*Sciurus carolinensis*); opossum (*Didelphis virginiana*); raccoons (*Procyon lotor*); striped skunk (*Mephitis mephitis*); spotted skunk (*Spilogale putorius*); Eastern cottontail rabbit (*Sylvilagus floridanus*); domestic rabbit (*Oryctolagus cuniculus*); European starling (*Sturnus vulgaris*); rock dove (feral pigeon) (*Columba livia*), and house sparrow (*Passer domesticus*);
- No restricted species may be housed in enclosures purchased or built with this grant; general maintenance and upgrade of the facility is acceptable if number of native and listed species benefited is satisfactorily demonstrated in application and **proof of separation of restricted species is adequate**; food and medication purchased with these grant funds may not be used for the above restricted species;
- *Recipients*: Licensed Washington State Wildlife Rehabilitators only, but **not** restricted to 501(c)(3) tax exempt non-profits; up to 4 facilities/each WDFW Administrative Regions per Biennial cycle;
- *Geographic region*: Washington State;
- Only one application each per rehabilitation facility per state fiscal biennium.

## 2013-2015 Biennium Application Target Timeline, Review and Award Process; Application opens immediately

Please note due dates for Annual and Final Reports

### Submission deadline February 1, 2013

1. February 1, 2013 – February 28, 2013: Application review: Applications distributed to WDFW internal review committee, applications ranked, and short list created (typically ~40% of submitted applications);
2. March 1-5, 2013: Applications sent to outside reviewers;
3. March 5, 2013 – March 31, 2013: Outside reviewers review and rank applications and submit recommendations for funding of short list;
4. April 1, 2013 – April 20, 2013 - WDFW evaluates outside review recommendations and decides on amount of awards;
5. April 25, 2013: WDFW Grant Manager issues final award notice to internal review committee for approval;
6. May 1, 2013 – May 15, 2013: Notification to applicants of successful or unsuccessful applications and the need for facility inspection;

7. May 20, 2013 – Begin scheduling facility inspections;
8. July 5, 2013: WDFW issues award letter to applicants with approved facility inspections;
9. August 1, 2013: Target date for contract finalization; you must return a signed copy of your contract to the Contracts Officer before your contract can be finalized.

### **Grantee Responsibilities and Deadlines**

1. Quarterly Reports due October 1, January 1, and April 1;
2. June 30, 2014: **Annual Report due**
3. June 30, 2015: End of Biennium. Project completion, all money must be spent; **Final Report due**;
4. July 5, 2015: Requests for reimbursements with completed A-19's, receipts, and invoices due to WDFW Grant Manager;
5. Facility inspections will be conducted at the end of the biennium for those recipients of facility construction and building improvement.

### **Application Notes and Guidelines**

- **Please be brief and concise on your application.**
- Video tapes or DVD's **not** accepted; for facility improvement requests (clearing, construction, building renovations, etc.) **please provide photographs of your facility.**
- Please be realistic and specific in your grant application amount. Applicants may be considered for partial funding, however, there is no cap on the amount for which you may apply except the total funding available in the biennium.
- **Incomplete applications will not be accepted.** Please provide materials for and/or answers to ALL questions with particular attention to budget and time line.
- Please note that funding will not be awarded for care of non-native or "nuisance" animals as outlined in **Restrictions**.
- If you are applying for a general facilities upgrade you must be able to prove that restricted species will not be housed in these facilities.
- Applications will be evaluated with the knowledge that some wildlife rehabilitation facilities are larger than others; applications will be assessed taking into consideration the size and nature of the facility.
- All applicants will be notified whether successful or unsuccessful. Unsuccessful applicants are encouraged to apply the next state fiscal biennium.
- Continuing Education funding – you must show specific classes for which you are applying; no funding will be awarded for general continuing education.
- When applying for Travel, point-to-point miles must be estimated or documented, for example X miles to the vet; 20 times/year x .51 or show mileage from previous years' records.
- **ANNUAL/FINAL REPORTS:** We must have received your Annual and Final Report from the past biennium before you will be awarded the grant, even if you submitted a successful grant application.

### **If you have any questions, please contact:**

Patricia Thompson, Wildlife Rehabilitation Manager; Grant Manager  
425-379-2302; [patricia.thompson@dfw.wa.gov](mailto:patricia.thompson@dfw.wa.gov)